

# Stanley Correctional Institution

## Annual Report 2016

July 1, 2015 – June 30, 2016

FY16



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### MESSAGE FROM THE WARDEN

Fiscal year 2016 has come to an end. Though SCI has seen numerous staffing changes, I look forward to continued work with all the great staff here at SCI as we move into the new fiscal year. I want to take this opportunity to highlight some of our accomplishments and challenges. SCI's Human Resources department continues to work hard to address the numerous vacancies throughout the institution and has increased recruitment efforts in this region. We have added many new staff this year and with current Officer vacancies it looks as if this trend will continue into next year. Our veteran staff have done a great job training our new employees. Additionally, the FTO Program, a comprehensive mentorship program designed to complement the training provided at the Corrections Training Center, has done a great job assisting new officers. SCI's FTO program will be integrated into the new agency wide program. We completed the new warehouse training room and have hosted trainings in it. We installed new countertops and cabinets in the lobby. We painted the Administration building, M-building and F-building. We moved the lock shop to M-building and are working on converting the old space to a holding cell and sally port office area. We started a service dog training program with Can-Do Canines. PSU was trained in EMDR and using it for trauma treatment with inmates. Restrictive housing unit completed a program room and are doing out of cell programming with inmates. We have done numerous silent auctions and fund raisers.

As the new fiscal year begins, we look forward to a better economy and the chance to improve and build SCI into the institution of the future.

Sincerely,

Reed Richardson, Warden

### INSTITUTION MISSION AND GOALS

Maintain a **safe** and **secure** institution & provide inmates opportunity for **self-improvement**.

#### Objectives

- To ensure the safety of the public, staff and inmates by the enforcement and application of established correctional practices.
- To create a sense of community and shared responsibility in the workplace.
- To develop individualized correctional strategies based on the unique needs of individual inmates.
- To ensure that all staff have the opportunity for professional development.
- To safeguard the assets of the State of Wisconsin by appropriate use and maintenance of equipment and resourceful use of supplies.
- To advocate new and creative ideas in establishing environmentally friendly and cost effective measures when dealing with fiscal planning.
- To ensure future success by being willing and open to explore new ideas and make changes.
- To emphasize employee assistance and workplace enhancement programs so our staff are well aware of our dedication to a positive work environment and to provide support for them in dealing with difficult situations and incidents they may encounter.
- To teach, model, and reinforce respectful relationships through our daily interactions with each other and with the inmates placed here.
- To emphasize that all staff here, uniformed and non-uniformed, are responsible for both security and treatment, regardless of their classification.
- To provide a harassment free environment for all staff, visitors, and inmates.
- To engage community enrichment through volunteer recruitment, open communication, and active participation in community events.
- To be sensitive and responsive to victim issues, including anyone victimized in this facility.
- To positively reflect the Department of Corrections by maintaining a clean and orderly facility.

### FAST FACTS

Stanley Correctional Institution was officially activated on January 1, 2003.

Security Level:	Medium
Operating Capacity:	1500
Current population:	1550
Number of Acres:	100 total acres, with 45 within the perimeter
Operating Budget:	\$31,225,011 (Includes Salary, Benefits, Supplies & Services, Fuel & Utilities, and Repair & Maintenance)

#### Staffing

Uniform Staff – 252

Non-Uniform Staff – 120 (when fully staffed)

Inmate to Staff Ratio – Approximately 4:1

### **Money Collected from SCI Inmates in FY16:**

Victim/Witness	\$40,277.89
DNA	\$28,992.41
Medical Co-Payments	\$22,880.00
Child Support	\$36,655.04
Court Order Restitution	\$50,247.77
Institution Restitution	\$ 750.25

### **FY16 Expenditures**

Permanent Salaries	\$ 16,934,291
Fringe Benefits	\$ 9,465,501
LTE Salaries	\$ 23,225
Supplies & Services	\$ 3,191,360
Capital	\$ 86,089
Fuel and Utilities	\$ 1,755,706
Repair and Maintenance	\$ 161,476
Purchase of Services for Offenders	\$ 73,618
Inmate Enterprises	\$ 206,439

## **COMMUNITY RELATIONS BOARD**

The Community Relations Board (CRB) acts as a positive link between the correctional facility and the community in which it is located. The members of the CRB will be informed of issues taking place at Stanley Correctional Institution, so they will be able to share that information with the general public. In exchange, they will be able to contact the institution for answers to questions they hear in the community. The Stanley Correctional Institution CRB holds two meetings per year, typically in spring and fall. If something occurs between those meeting times, a special meeting of the CRB may be held, or information may be shared with all CRB members via electronic mail.

## **FACILITY ACCOMPLISHMENTS & HIGHLIGHTS**

- The Food Service Department provided 1,774,915 meals to inmates and staff at an average cost of \$0.96 per meal, with overall expenses of \$1,700,539.
- SCI encourages inmates to maintain contact with family and friends. 8,015 visits took place with 14,622 visitors in FY16.
- Inmate programs offered at SCI include Cognitive Intervention Program (CGIP), Thinking for a Change (T4C), Anger Management (AM), Domestic Violence (DV), and Sex Offender Treatment 2 (SOT-2). Program completions for FY16 are as follows:
  - Anger Management – 15 inmates (100% completion rate)
  - Domestic Violence – 59 inmates (80% completion rate)
  - CGIP/Thinking for a Change – 84 inmates (83% completion rate)
  - SOT-2 – 43 completed (90% completion rate)

- The key/lock shop was moved to make room for a strip cell and bathroom for use with minimum custody inmates with work release privileges.
- A Service Dog Training Program through Can Do Canines was started. Eight Labrador puppies arrived at the institution in late February and will undergo thorough training with the assistance of a contract dog trainer from Can Do Canines who trains regularly with inmate dog handlers and sitters. Inmates raise the dogs, teach obedience, and in some cases, teach assistance dog skills.

## SECURITY

### Inmate Discipline

During FY16, there were a total of 1,873 conduct reports written on inmates by staff. This is up from last year's total of 1,690 conduct reports.

Majors				Minors			
Contested	Uncontested	Dismissed	Total Majors	Contested	Uncontested	Dismissed	Total Minors
57	700	44	801	274	784	14	1072

### Gang Activity

As with any DOC facility, the issues related to gang activity are always a concern. Many inmates at SCI are affiliated with various gangs common to the United States. The SCI Security Threat Groups (STG) Unit monitors gang and anti-government activity within the institution. Gang affiliation and activity remains steady throughout the institution. STG membership among offenders at SCI consistently makes up approximately 20% of the total inmate population at the institution.

## AMERICANS WITH DISABILITIES ACT (ADA)

SCI is dedicated to the ADA's mission of equal access for those with disabilities. When assistance is needed due to disability, our ADA Coordinators are here to advise. Please contact the below staff for more information:

<u>Primary Coordinator</u>	<u>Telephone</u>
Patrick Lynch	715-644-2960

<u>Secondary Coordinator</u>	<u>Telephone</u>
Kevin Tomaszewski	715-644-3740

## LIMITED ENGLISH PROFICIENCY (LEP)

SCI has a diverse ethnic population of inmates in its custody. Many of these offenders do not speak English as their primary language. SCI provides translation services and printed materials as needed.

<u>Coordinator</u>	<u>Telephone</u>
James Dzimiel	715-644-2960

### COMPAS

#### Correctional Offender Management Profiling for Alternative Sanctions (COMPAS)

COMPAS is an evidence-based actuarial risk and needs assessment tool that allows the DOC to be more accurate in assessing the potential for recidivism as well as criminogenic needs of offenders. DOC staff utilize the information from the assessments to build case plans that will follow the offenders throughout their lifecycle with DOC. The assessments are also utilized to assist in determining programming placement and priority. COMPAS also allows open communication and coordination between DAI, DCC, DJC, and our community partners.

#### Coordinator

Wendy Katzmark

#### Telephone

715 644-2960 ext. 3230

### PREA (PRISON RAPE ELIMINATION ACT)

The Federal government passed the Prison Rape Elimination Act (PREA) in 2003 to help prevent, reduce and eliminate any sexual misconduct between inmates and between inmates and staff. At SCI, there are PREA Investigators responsible for investigating all claims of sexual misconduct and Victim Service Coordinator responsible for assisting victims. On June 21-22nd, SCI participated in the DOC PREA Audit.

Total PREA Allegations in FY16: 27 Cases

PREA Compliance Manager: Kyle Eslinger

Assistant PREA Compliance Manager: Paula Stoudt

Victim Service Coordinator: Christy VanCamp

### INSTITUTION COMPLAINT EXAMINER

The Inmate Complaint Review System offers inmates a method of having their grievances known and investigated in a formal and confidential manner. Wisconsin Administrative Code 310 dictates the structure and process for this system. The Institution Complaint Examiner (ICE), under the supervision of the Warden, investigates a wide range of issues which affect institution environment.

Litigation which is filed against the institution or staff is handled by the ICE at SCI. The Complaint Examiner responds to court orders in conjunction with the Office of Legal Counsel, WI Department of Justice, and Attorney General Brad Schimel.

The SCI Complaint Department processed 1597 complaint submissions during Fiscal Year 2016:

- 741 complaints accepted and assigned a number.
- 856 submissions returned in accordance with DOC 310.

Total monetary reimbursements this fiscal year: \$30.44

Summary of Complaints answered for FY16:

- |                        |     |
|------------------------|-----|
| ▪ Complaints Affirmed  | 45  |
| ▪ Complaints Dismissed | 526 |
| ▪ Complaints Rejected  | 216 |

Additional Information

- Complaints referred out: 73
- Complaints referred in: 33

## MANAGEMENT SERVICES

Management Services provides services that facilitate the security of the institution, such as financial operations, food service, laundry, physical plant operations and maintenance and warehouse/canteen.

### Business Office

Business Office staff provide the procurement of all supplies and services and is coordinated in cooperation with each respective department to ensure the responsible use of funds for the institution needs. Staff are responsible for receipting and disbursing inmate funds in accordance with all administrative guidelines and laws. Legal loans, postage, medical co-pays, restitution, inmate payroll and check disbursements are all handled by this area.

### Warehouse

The Warehouse is the entry point for outside goods arriving at the institution. Under staff direction, along with 4 minimum inmate workers from Chippewa Valley Correctional Treatment Facility (CVCTF), an average of \$450,000 of stock inventory is maintained in the warehouse. The shipments of goods purchased by the institution, which include food, clothing, office supplies, maintenance tools and repair parts and cleaning supplies, arrive regularly at the store docks. On a weekly basis, they process orders from all departments and housing units.

### Laundry

SCI contracts with Badger State Industries (BSI) for the laundering of state-issued inmate clothing and linens. BSI operates a laundry facility located at Oshkosh Correctional Institution. All tailoring, alterations and mending is completed by inmate tailors. All inmate state-issued clothing is labeled with inmate name, DOC number and housing unit identification.

### Canteen

In August 2015, SCI began contracting out their canteen operations to Keefe. The orders are scanned and transmitted electronically to the Keefe Warehouse where the orders are filled and sent to SCI weekly. They offer a wide variety of items, including food, personal hygiene products, over-the-counter medications and skin care items for the inmates to order on a bi-weekly basis. Profits are in the form of commission from Keefe and are used to purchase supplies and equipment for recreation, visitor and religious programs.

### Maintenance

The Maintenance Department is tasked with conducting proper routine and preventative maintenance to effectively manage the Institution's assets. This department also assumes responsibility to identify and implement cost reductions, maintain accurate maintenance records, optimize capital equipment life, minimize energy usage, and is responsible for environmental, safety and health compliance.

### Food Service

The SCI Food Service provides nutritious, wholesome meals to the inmates housed at SCI, while keeping cost per meal at a justifiable minimum. The SCI Main Kitchen is located in K Building and operates 20 hours per day, 7 days a week, with normal hours of 4 AM – 12 AM except Friday and



Saturday which operates until 9 P.M. In addition to producing all of the meals served at SCI we also operate a full scratch bakery and seasonal garden.

## **PROGRAMS DEPARTMENT**

The SCI Programs Department covers Recreation to include Hobby, Chapel area, Records area and act as liaison to several outside agencies.

Every year the Department of Corrections takes action to recognize National Crime Victims' Awareness Week (April) and Murder Victims Awareness Month (October) to recognize and promote awareness. Programs staff conduct fundraisers, post posters and announcements around SCI as a reminder to inmates the far-reaching negative effects their crimes can have on their families and communities.

### **Community Service/Donations**

SCOPES (Stanley Correctional Outreach Program Equals Success) is our community service program. SCOPES receives approved donated raw materials for our inmate volunteers to crochet, sew, quilt, paint, draw and bead items, etc. to donate back to the community. SCI donates to a variety of places such as assisted living facilities, safe houses, families in need, and many other community organizations (police, fire departments, schools, etc.). Donations are also sent to the U.S. troops that are serving overseas and to area hospitals.

### **Hobby**

SCI has a hobby room that the inmates may utilize upon request for sending out completed hobby projects and placing completed hobby items in the display case for sale. Inmates may also utilize the hobby room for time to work on their guitars, use the projector to enlarge pictures for drawing or painting, use the paper cutter or for cutting leather for doing bead work. Hobby activities, as well as SCOPES activities, are scheduled and monitored by one of the recreation leaders here at Stanley Correctional Institution.

### **Volunteers**

SCI has approximately 140 volunteers that donate their time and knowledge by leading services, facilitating classes, study groups and pastoral visits. Their volunteer efforts are greatly appreciated. SCI provides a bi-yearly Volunteer Appreciation event where a meal, door prizes, and inmate musical entertainment is provided in appreciation of their efforts

### **SCI Alcoholics Anonymous and Narcotic Anonymous Groups**

This is a fellowship of men who share their experience, strength, and hope with each other to help others solve their common problem.

### **SCI Veterans Group**

SCI serves as a liaison to WI Workforce Development, WI Department of Veteran Affairs, and the County Veterans Service Officer that play key roles in successful reentry into society. This process is to assist in obtaining employment, training and benefit services for incarcerated veterans upon release with a goal of reducing recidivism and enhancing community safety.

Veterans Day - SCI holds an annual Veterans Day appreciation event. Inmates and Staff enjoy a patriotic musical presentation presented by inmates and speeches provided by outside community members.

Fundraisers - SCI Veterans inmates continue to assist SCI with the fundraising initiatives and donate to the community non-profit organizations.

**Chapel**

All recognized DOC Umbrella Religious Groups are supported by SCI as follows: Catholic, Eastern Religion, Humanist/Atheist/Agnostic, Islam, Jewish, Native American, Pagan and Protestant. The Chapel provides many services to the inmates in order to fulfill and meet the corporate needs for their different faiths and their church community here within the confines of the institution.

The SCI Chapel is available to all inmates. The Chapel provides many opportunities to inmates in order meet the diverse needs of various faith groups in the institution.

We have several religious organizations and volunteers that come in to hold various Services and Groups. SCI has developed a Religious Media and Library Center for inmate use. Inmates are able to schedule a time to come to the Chapel to view a video or listen to CDs. We also have a Library that allows inmates to check out religious materials. The Chapel also provides a Greeting Card Ministry. Each inmate is allowed 2 free cards per month, which helps inmates stay in contact with family and friends as they build a support network in the community. Each year we offer two Christmas Gift Programs to inmate fathers: The Prison Fellowship Angel Tree Program and the Salvation Army Toy Program. Both provide free gifts to the inmate's children.

**Recreation**

Indoor recreation, SCI has 2 gymnasiums that inmates can utilize. Some of the activities they can participate in are weight lifting, basketball, handball, pickle ball and volleyball. SCI offers intramural activities in those events as well for outdoor recreation, SCI has a softball diamond, volleyball pits, full court basketball courts, horseshoe pits, bocce ball area and outdoor weight stations. SCI offers intramural activities in softball, soccer, volleyball, basketball, pumpkin ball, and kickball. All organized activities are monitored by Recreation Leaders.

**EDUCATION****WINDY MEADOWS SCHOOL**

Education programs are offered in Adult Basic Education and Career/Technical Education. In FY16, 25 inmates received their GED/HSED. 41 inmates graduated from the Custodial Services course, 14 graduated from Computer Assisted Drafting and 14 graduated from the Microsoft Office Suite course. There were 3 inmates who completed apprenticeships.

**Adult Basic Education (ABE)**

Students enrolled in the Adult Basic Education classes can obtain their General Education Diploma (GED) or their High School Equivalency Diploma (HSED). The GED focuses on math, reading, writing, social studies, and science; the HSED adds civics, health, and employability skills as well.

**Career/Technical Education**

The vocational programs available at SCI are Custodial Services, Microsoft Office Associate and Computer Aided Drafting (CAD) Operator. All programs are certified through the Chippewa Valley Technical College.

**Correspondence Courses**

Inmates who wish to gain further education through correspondence course work can do so by working through the Guidance Counselor.

**Personal Enrichment Offerings**

Inmates have the ability to participate in keyboarding, current events and book club.

**Fathers Sharing Books**

The Fathers Sharing Books program allows inmates the opportunity to read to their children. Inmates select a children's book and are video recorded while reading. These sessions are recorded on DVD and the DVD is then sent to the inmate's child to be viewed.

**SCI Inmate Tutor Program- Wisconsin Institution Literacy Council Program**

Inmate tutors are trained and certified through the Wisconsin Institution Literacy Council's Pro-Literacy America Program.

**SCI Library**

Some of the services provided in the library include typewriters, book checkout, photocopy services, and access to legal information via both print resources and computer access. Types of materials in the main library include magazines, newspapers, fiction, non-fiction, and many reference books. The library also offers interlibrary loan services to staff and inmates.

## **HEALTH SERVICES UNIT**

The Health Services Unit (HSU) at Stanley Correctional Institution is primarily an outpatient clinic, treating both acute and chronically ill inmate patients. Treatment is available daily with on-call staff available outside of normal business hours. The HSU has a full-time physician and a full-time Advanced Practice Nurse Practitioner, as well as a full complement of nursing staff, with 9.0 RN positions and 3.0 LPN positions. Stanley Correctional Institution also has onsite dental providers.

As a result of the high population of the institution and advances in medical care, the Health Services Unit is heavily utilized. The Registered Nurses average 3,000 nurse/medical appointments and urgent care health needs per month, while Physician and Advanced Practice Nurse Practitioner appointments average 360 appointments per month.

Specialty care appointments and services are provided mainly through Gunderson Lutheran Hospital, University Hospital Clinics in Madison, Waupun Memorial Hospital. More urgent specialty care needs are met through utilization of local medical services at Sacred Heart Hospital in Eau Claire and St. Joseph's Hospital in Chippewa.

## **PSYCHOLOGICAL SERVICES UNIT**

The Psychological Service Unit (PSU) staff consists of three Doctorate level psychologists, three Master's level psychological associates, and one Office Operations Associate. PSU staff collaborate care with one full-time psychiatrist. PSU staff priorities include acute crisis intervention, treatment of mentally ill inmates, psychological screening of newly transferred inmates, program services to inmates in the Restrictive Status Housing, individual psychotherapy, group therapy, Sex Offender Treatment Programming, and 24-hour on-call crisis availability.

## HOUSING UNITS

Stanley Correctional Institution has five units and each unit is program specific. Unit 1: Mental Health Unit, Unit 2: Workers Unit, Unit 3: Programming Unit, Unit 4: Pre-Release Unit and Unit 5: Educational Unit. Each building is divided into 3 separate wings: A-wing, B-wing, and C-wing. Each wing has 48 regular rooms, double occupancy, and two handicap accessible cells. Each wing can house 100 inmates. The individual rooms are wet cells and doubled to meet the increased population demands. The Unit Management and team concepts are utilized on all housing units. Social workers are available on each wing of the housing unit to provide services to inmates.

### UNIT 1

Unit 1 houses inmates who have significant mental health issues. The mission of Unit 1 is to provide the inmate with the proper tools to manage their incarceration; as well as, lower risk for our institution staff and ultimately, the community.

The targeted population for Unit 1 is inmates with mental health issues that may contribute to some level of vulnerability or behavioral interference in the general population setting. Inmates on Unit 1 are monitored, encouraged and provided a safe environment to develop skills that will help enable a successful transition to population. Inmates' progress is discussed at team meetings using a multidisciplinary approach and referrals to general population are made when the inmate is determined to have made enough progress to succeed there. The Team also utilizes Behavioral Management Plans to assist staff in gaining an understanding of how to work more effectively with those who have mental health issues. PSU staff hold office hours on Unit 1 in order to provide more immediate services to those inmates who have mental health needs.

### UNIT 2

The primary focus of Unit 2 is Education, housing inmates identified as having educational/academic needs and general population inmates. Additional tutors and a lab are also located on the unit to provide extra support services to those working towards completing their GED and or HSED certificates.

### UNIT 3

Unit 3 houses inmates enrolled in cognitive behavioral programming. These programs include: (CGIP)/Thinking for a Change, Domestic Violence, and Anger Management. The unit also houses inmates employed as unit workers and those in general population status. Programming is the roadmap to obtaining new skills.

The purpose of the programs are to assist the inmates in learning new tools necessary to enhance success for reintegration back into the community and maintaining a crime free lifestyle. Unit staff model pro social skills in an environment reinforcing what the inmates are learning through programming. The CGIP/Thinking for a Change program provides participants with new tools necessary to address their core belief system in an attempt to interrupt their cognitive distortions, encouraging role playing these new skills and practice. The Domestic Violence program curriculum introduces participants to a Cycle/Educational mode of treatment; giving them the tools needed to intervene in that cycle, utilizing non-violent problem solving skills. The Anger Management program offers tools and approaches enhancing the ability to control the frequency and intensity of anger outbursts. There are staff and program tutors available on the unit to assist inmates enrolled in programming. The unit also maintains a bio feedback lab, teaching awareness of the physical and emotional connections between our thoughts, feelings, and actions.

**UNIT 4**

The primary function of Unit 4 is a general population housing unit. Unit 4 continues to house many of the inmates who are employed in the Main Kitchen. Unit 4 also employs server workers, dining room workers, cart pushers, a unit clerk, a payroll clerk, custodians, laundry workers and respite workers.

**UNIT 5**

Unit 5 partnered with Can Do Canines to train service dogs. Currently 24 inmates work together to train 8 dogs. Each dog has a team of 2 handlers and 1 dog sitter. The inmates spend approximately 3 hours a day training with the dogs. The inmates train these dogs for basic obedience and good behavior to assist clients of Can Do Canines. Can Do Canines provides service dogs for clients that are hearing impaired, diabetic, Autistic, mobility and seizures. Unit 5 also serves as a general population housing unit.

**SCI ACRONYMS**

ABE – Adult Basic Education  
AM – Anger Management  
ADA – Americans with Disabilities Act  
BSI – Badger State Industries  
CAD – Computer Aided Drafting  
CGIP – Cognitive Intervention Program  
CRB – Community Relations Board  
DAI – Division of Adult Institutions  
DOC – Department of Corrections  
DV – Domestic Violence  
FTO – Field Training Officer  
GED – General Educational Development  
HSED – High School Equivalency Diploma  
HSU – Health Services Unit  
ICE – Institution Complaint Examiner  
LEP – Limited English Proficiency  
PRC – Program Review Committee  
PREA – Prison Rape Elimination Act  
PSU – Psychological Services Unit  
RH – Restrictive Housing  
SCI – Stanley Correctional Institution  
SCOPES – Stanley Correctional Outreach Program Equals Success  
SOT – Sex Offender Treatment  
STG – Security Threat Group  
T4C – Thinking for a Change